

## 1. AFPC Responsibilities:

- a. Internal (Merit Promotion), External Staffing (RESUMIX - Noncompetitive Resume Data Inventory) and competitive case examining (Delegated Examining Office) in accordance with OPM/DoD delegation agreement (PACAF CPFs retain external staffing responsibility)
- b. Reduction In Force (RIF)/Transfer of Function (TOF) processing (to include Priority Placement Program (PPP) eligibility determination and completion of registration form for employees affected by RIF)
- c. Modern Defense Civilian Personnel Data System (DCPDS) updating with minor exceptions
- d. Development and maintenance of on-line Standard Core Personnel Document (SCPD) library
- e. Full position classification services for designated bases by HQ USAF/DP-PC. Currently AFPC has responsibility for bases with less than 500 serviced population (for PACAF, less than 500 US citizen positions). For purposes of this procedures guide, distinctions will be made between “AFPC classified” and “locally classified” bases
- f. Experience History Coding for all bases
- g. Education Coding for all bases
- h. Training History Coding (new Air Force employees and/or those selected from other federal agencies)
- i. PCS orders processing for PALACE Compass serviced activities (For PACAF, IAW MOU, CPFs accomplish).
- j. Benefits and Entitlements (i.e., retirement, health and life insurance programs, thrift savings and survivorship)
- k. Systems Management
- l. Tentative, Pre-Appointment and Appointment Packages utilizing Civilian Virtual In-Processing (cVIP) (For PACAF external fills, IAW MOU, CPFs accomplish)
- m. Performance appraisal and awards history coding (for those selected from other federal agencies)

2. CPF and Management/Supervisor Responsibilities:

- a. Personnel Administration, Resource Management and Position Control to include funding and manpower requirements
- b. Classification, current job experience coding and implementation of Standardized Core Personnel Documents for bases with more than 500 serviced population
- c. Pre-Reduction-In-force (RIF) planning and Post-RIF
- d. Affirmative Employment Program
- e. Priority Placement Program to include local priorities
- f. Internal (Career Program)/External Staffing (DEO, SEU and OPM certificate requests) (PACAF CPFs retain external staffing responsibility)
- g. In/Out Processing (utilizing cVIP as appropriate)  
  
, administrative processing, appointment documentation, temporary appointment documentation, temporary appointment letters, security waiver letters and other conditions of employment
- h. All training coding to include Acquisition Professional Development Program (APDP) (except training history coding for new employees)
- i. Labor and Employee Management Relations (EMR) actions (includes complete coding of SF 52 IAW Guide to Processing Personnel Actions, including remarks)

3. Changes to Procedures Guide:

- a. HQ USAF will facilitate all changes
- b. Changes will be submitted to HQ USAF by E-mail with supporting documentation
- c. HQ USAF will forward to all MAJCOMs/AFPC for review and comments, and will simultaneously work internal HQ USAF coordination
- d. MAJCOMs/AFPC will have a minimum of ten working days for the first review
- e. HQ USAF will consolidate all MAJCOMs'/AFPCs' comments and return for second review
- f. MAJCOMs/AFPC will accomplish second review within ten working days

- g. HQ USAF will resolve any non-consensus issues
- h. Final approval will be at HQ USAF
- i. AFPC will maintain and post changes to this guide